

ANNOUNCING

PRINCIPLES to keep in mind when announcing:

1. Read the thoughts and not just the words of the copy.
2. Let words pass through your mind before saying them -- think before speaking.
3. Talk, never read over the mic.
4. Remember that you do not have to project voice as on the stage, but do bring all words well forward in your mouth.
5. Relax and be at ease.
6. Take yourself into your speech.
7. It is very important to change pace in speaking.
8. Inflection and pause are the two most important means of emphasizing.
9. Use facial expressions as an aid in getting feeling and emotions across.
10. Never speak down or to your audience.
11. Never speak at or to your audience.
12. Remember -- speaking thoughts

Gren Lloyd
5/18/45

1. General instructions:

1. Read the instructions carefully and understand them.
2. Do not write anything until you are told to do so.
3. Write clearly and legibly.
4. Do not use correction fluid or a pen knife.
5. Do not talk or whisper during the examination.
6. Do not look at your neighbor's work.
7. Do not leave your seat without permission.
8. Do not use any other material than the one provided.
9. Do not write on the back of the paper.
10. Do not write on the margins.
11. Do not write on the other side of the paper.
12. Do not write on the envelope.